

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE**

Friday, January 8, 2016 – 10:00 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Bix, Cushing, Millan, Tuckwell

Member(s) Absent: Ritchie (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 10:00 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Judy Troyk, ADRC-NW Board Member, and Myles Alexander, University of Wisconsin Extension – Community, Natural Resource, and Economic Development Agent.

Public Comment & Introductions: There were none.

Approval of the Agenda: Cushing moved to approve the agenda with ten items; Tuckwell seconded. All Ayes. Motion carried.

Approval of the December 14, 2015 Executive/Personnel Committee Minutes: Cushing moved to approve the December 14, 2015 Executive/Personnel Committee minutes; Tuckwell seconded. All Ayes. Motion Carried.

Contract/Personnel Changes: Schroeder would like to increase Alyson Wagner's Administrative Assistant position from 28 hours/week to 40 hours/week. In addition to her current duties, she would become the principal person answering the telephone for the ADRC-NW. This would free up the ADRC Specialists for more work with customers. Schroeder applied for and received carryover funding to pay for this increase in hours for 2016. Cushing moved to recommend to the full Board of Directors that it approve the permanent increase in hours for Alyson Wagner from 28 hours/week to 40 hours/week effective January 11, 2016 and to fund this increase in 2016 with carryover funds; Tuckwell seconded. All Ayes. Motion Carried.

In the past, the Sokaogon/Chippewa and the Potawatomi Tribes have shared an ADRC Specialist, and that person has been employed by the Potawatomi Tribe. The Sokaogon/Chippewa Tribe feels they have not been receiving adequate services for their people. The Potawatomi Tribe would like the ADRC-NW to take over employment of the ADRC specialist for the two tribes, thus allowing the ADRC-NW to use the Specialist where and when needed. The current Specialist may be retiring in the first quarter of 2016, and this would be an opportunity to hire a replacement who would be able to work five days per week as needed at either location. Schroeder will be meeting with the Sokaogon/Chippewa Tribal Representatives on January 25, 2016 to further discuss the issue. No Action Taken.

2016 Strategic Plan Discussion with UW-Extension Facilitator: Myles Alexander, University of Wisconsin-Extension, Community, Natural Resources, and Economic Development Agent, met with the Committee to discuss his part in the upcoming ADRC-NW Board Strategic Planning session on Friday, January 22, 2016. He will help the Board work on updating the Strategic Plan and on developing ideas on how to improve relationships with the tribes and provide more education for Board Members.

Letters & Communications: A letter was received from Clarice Ritchie resigning her position on the ADRC-NW Board of Directors because of ill health. Cushing moved to place this letter on file; Tuckwell seconded. All Ayes. Motion Carried. Schroeder and Bix will send a letter to the Potawatomi Tribal Elders in appreciation of Ritchie's important contributions to the ADRC-NW over the past three years.

Future Agenda Items: Contract/Personnel Changes, Strategic Plan, Tribal Matters

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be February 5, 2016 at 10:00 A.M. It will be in Rhinelander.

Adjournment: With no further business, Cushing moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 10:34 A.M.

Handouts: Minutes of the December 14, 2015 Executive/Personnel Committee minutes; Strategic Plan; Strengthening Board Effectiveness - 2015 Action Plan; resignation letter from Clarice Ritchie.